

30 September 1952

25X1A

MEMORANDUM FOR: Colonel White

1. Following are my comments on Personnel's T/O Procedure:

25X1A a. Disregarding Personnel's internal procedures, particularly
25X1A those of the Classification and Wage Division, this is lifted almost in
its entirety from [REDACTED] dated 27 May; therefore, it is
essentially in accordance with present regulations. However, Agency
[REDACTED] should be revised to bring it up-to-date on the super-
grade policy, or at least this should be noted for revision upon reissuance the first of the year. Personnel's procedure dated 19 September is up-to-date on supergrades.

25X1A b. The Personnel procedure is in error in [REDACTED],
in that [REDACTED] provides that all requests for new T/Os or revisions involving changes in the number of positions will be coordinated with, among others, the Comptroller. Personnel's procedure provides for such only when significant budgetary changes are involved. The Comptroller's position accounting procedures are such that if the T/O is revised, even though no significant budgetary change is involved, he should be given the opportunity to coordinate in order that he may anticipate position accounting changes which will occur if the T/O is approved. Further, I doubt that Personnel is in the best position to determine whether significant budgetary changes are involved.

c. Personnel's paper says in paragraph 2d(2) that the AD/P shall send a summary memorandum to the DD/A recommending approval or disapproval. Inasmuch as the original T/O revision requests are addressed to the DD/A, I believe that Personnel should prepare a reply to each request for the DD/A's signature. The reply should list that which has been approved or disapproved and any exceptions to the original request. This, then, can be followed up by the normal reporting procedure by the use of Form 30-25.

2. If you desire, I will discuss these suggested changes with George Maloon.

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1 Att - Personnel Director Memorandum
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